

# PORTAL ONLINE PAYMENTS

## Viewing Fees

A list of assigned fees to all students in the household is available from the Family Fees section when logged into a Parent Portal Account. A list of fees assigned to just one student in the household is visible from the student's Fees section. Payments can only be made from the Family > Payments section of the Portal. (see below)

Online Payment functionality allows the ability to register, modify and delete payment methods. These tools enable a transaction to occur and provide users with the ability to manage their online accounts.

**Payments**

Accepted Payment Methods [Payment History](#)

\* Minimum payment amount is \$5.00  
Paying fees through the Portal is convenient for you, for the school and for your student. For questions or concerns regarding this functionality, contact the school's Front Office

Food Service Account	Balance	Estimate	Payment
Justin	-\$1.00		

\* The estimated payment is for one month and is based on the past food service purchases

Student	Fee	Due Date	Due	Payment
Justin	Athletics	01/21/2013		
	Parking Fee 50%	01/21/2013		

Convenience Fee: \$2.00

Totals:

## Registering Payment Information

Before a user is able to make an online payment, a payment method needs to be established. To begin registering a payment method, select the fees to pay and click the Continue button. On the next page, click the Add button next to Select the Payment Method. (see below)

**Payments**

Accepted Payment Methods [Payment History](#)

Total: \$82.00

Select the payment method

## Registering Credit Card Information

Users have the ability to register and make payments via a major credit/debit card. To begin the registration process, enter all required Billing Information as well as the Card Number, Expiration Date and Name of Cardholder. If the Card Number is incorrect, the field will highlight in red and a red exclamation point will appear. Selecting the red exclamation point will generate a separate window describing the error that has occurred. (see below)

Once correct information has been entered, select the Save icon. This has NOT paid the fee. The credit card is now established within Infinite Campus and may be used for transactions.

**Add Payment Method**

Billing Information

Name (required) Jane Doe

Address (required) 221 N Aah St

City (required) Gilbert

State (required) AZ

Zip (required) 85234

Account Type

Is Credit or Debit Card

Card Number 1234567890

Expiration Date (mm/yy) 12 / 31

Name of Cardholder Jane Doe

Back to Payments Save

## Fee Payments

Once a form of payment has been registered, click back on Family > Payments, then choose the amount of the fee payment by:

- Entering the amount to be paid in the Payment field, OR
- Clicking the amount of the fee included in the Due column to auto-fill the full fee amount due.
- Click Continue to proceed to Payment Method Screen

**Payments**

Accepted Payment Methods

\* Minimum payment amount is \$5.00

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Food Service Account	Balance	Estimate	Payment
Justin	-\$1.40		\$



\* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Justin	Athletics	01/31/2013		\$ 100.00
	Parking Fee 6/rt	01/31/2013		\$
	Convenience Fee:			\$ 2.00
	<b>Total:</b>			<b>\$ 102.00</b>



\* A Convenience Fee Applies, it is shown and included in the Total.

Select the appropriate payment method (previously registered). Click Continue to proceed to the fees Confirmation page.



Payments

Accepted Payment Methods  

Total: \$102.00

Select the payment method  

VISA #0026

Review the payment information. If a receipt of this payment is desired, enter the email address where the receipt should be sent in the Receipt Email Address field. Review the payment information again to ensure accuracy. To exit without making the transaction, click Cancel. Otherwise, click Make Payments to process the fees payment.

Payments


Confirmation

Please confirm your payment choice and payment type.



Student	Calendar	Fee	Payment
Justin	12-13 Senior High	Athletics	\$100.00

Convenience Fee: \$2.00

Total: \$102.00

Payment Method:  #0026

Receipt email address:

When the transaction has been processed, the Payment Receipt screen will display. To print a copy of the receipt, click Print in the lower right-hand side of the screen. To return to the main Payments screen, click Back To Payments.


Payments

**Payment Receipt**

Your payment is complete. Please print this receipt for your records.

Date: 8/7/2013 10:57 AM  
Reference #: 16988206

Student	Calendar	Fee	Payment
Justin	12-13 Senior High	Parking Fee Srv	\$50.00

Payment Method:  #0026

Convenience Fee: \$2.00

Total: \$52.00

Thank you for your payment!

